



How to Apply for an Entrance Fee Waiver

The Prince William Forest Park entrance fee can be waived if your group is an educational or scientific institution. Recreational visits (i.e. - hiking) are **not** covered by the waiver.

To receive an entrance fee waiver, please complete the following steps:

- I. At least two weeks in advance of your visit, draft a letter requesting a fee waiver that:
 - a. provides documentation of official recognition of your group as an educational institution by a federal, state or local government entity responsible for education or accreditation. Using official letterhead or attaching a copy of an accreditation letter is generally considered sufficient documentation.
 - b. states directly and specifically the purpose of your group's visit to Prince William Forest Park. To be eligible for a fee waiver you must:
 - state how your visit directly relates to the resources of the park.
 - state specifically what you will study in the park
 - show how studying these park resources is part of their school curriculum or relates to Virginia or National Standards of Learning.. (Lesson plans and course descriptions are useful in addressing these items.)
2. Send this letter along with any additional information to
Education Program Coordinator
Prince William Forest Park
18100 Park Headquarters Road
Triangle VA 22172

Entrance fee waiver requests may also be faxed to the Education Program Coordinator's attention at 703- 221- 3258. If you have further questions about entrance fees and fee waivers, please call the Education Program Coordinator at 703- 221- 7181.